ADDENDUM TO DOCUMENTATION

PagePerfect™
By IMSI

Addendum to the PagePerfect™ Documentation

February 1988

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INTRODUCTION

This addendum contains information about enhancements and other changes made to PagePerfect after the *Tutorial* and *Reference Guide* were printed.

The major enhancements are listed below, followed by the number of the page in this *Addendum* where you can find the basic information about them.

- **Document Stylesheets.** The stylesheets discussed in the PagePerfect documentation are now called "master stylesheets." When you create a document, PagePerfect makes a copy of the master stylesheet you select and stores it with the document; This copy is the "document stylesheet." Changing a master stylesheet affects the look of all documents you create *after* you change the stylesheet; changing a document stylesheet affects the look of only the document you're working on. *See page 11.*
- **Opening a Second Document Window.** This lets you view and edit two documents at the same time. *See page 9.*
- **Paragraph Numbering**. *See page 24.*
- **Tabbed Paragraph Format.** This lets you create tables. *See page 29.*
- **Lines Around Paragraphs.** You can tell PagePerfect to draw a line above and/or below each paragraph that has a specified style. *See page 31.*
- **Automatic Text.** This is text that PagePerfect enters automatically at the beginning of a paragraph. *See page 23.*
- **Automatic Kerning.** This lets you adjust the spacing between certain pairs of characters. *See page 22.*
- **Manual Kerning.** This lets you adjust the horizontal or vertical position of an individual character. *See page 17.*
- **Tracking.** This lets you specify the spacing between letters. *See page 23.*
- **Entering Special Characters.** You can now enter foreign and accented characters, as well as arrows, bullets, currency symbols, dashes and spaces, fractions, math symbols, footnote reference marks, section and paragraph marks, quote symbols, and trademark symbols. *See page 13.*

- **Custom Scaling of Pictures.** You can enlarge or reduce the horizontal and vertical dimensions of a picture independently, as well as changing them so the picture fits the picture block. *See page 11.*
- **Pictures in a Stylesheet.** You can place a picture in a master stylesheet as well as in a document. When you create a document using a master stylesheet that contains a picture, that picture will automatically appear in the document. *See page 31.*
- **Starting a New Page, Column, or Line.** *See page 15.*
- **Liftouts.** A liftout is a block that holds text but, unlike a text block, can be created, changed, moved, and deleted like a picture block. *See pages 8 and 21.*

Note *PagePerfect uses the Dutch and Swiss typefaces in place of CGTimes and Triumvirate, respectively, which are mentioned in the documentation.*

Tutorial

Page 10 The menu box in the illustration should show two additional options: OPEN SECOND DOCUMENT and CLOSE DOCUMENT WINDOW.

Page 11 Before the last paragraph (after the last step), add the following:

PagePerfect asks whether you want it to "strip single line breaks" before it inserts the text on the page.

- Type *Y*.

Page 23 The menu box in the illustration should *not* show the OUTLINE option, and it should show three additional options:

+ SUPERSCRIPT
- SUBSCRIPT
KERN/VERT ADJUST

Page 31 The menu box in the illustration should show an additional option: LIFTOUT.

Page 50 The menu box in the illustration should *not* show the EDIT PICTURE option. You can change a picture that's stored in a file using the Picture Librarian, but you cannot change a picture that's already in a document.

Page 51 The menu box in the illustration should show two additional options: CUSTOM SCALING and PRESERVE ASPECT RATIO.

Pages 60-62, 65-66 The screens shown in the illustration should show DUTCH 11PT. for the BODY TEXT style; DUTCH BOLD 11PT. for the HEADING style; SWISS BOLD 20PT. for the TITLE style; and DUTCH 9PT. for the CAPTION style.

Page 62 The control box in the illustration should show two additional options: AUTO TEXT STYLE/CONTENT... and AUTO NUMBERING FORMAT....

Page 63 The control box in the illustration should show an additional option under JUSTIFICATION:TABBED.

Page 64 The control box in the illustration should show an additional set of options under the new heading LINE DRAWING: NONE, TOP, BELOW, and BOTH.

Page 65 The control box in the illustration should show the Dutch and Swiss typefaces in place of CGTimes and Triumvirate, respectively; and the list box should *not* show an OUTLINE style of typeface.

Pages 65-66 The control box in the illustration should show 20 PTS. in place of the 18 PTS. under SIZE; it should show 24 PTS. in place of the 21 PTS. under LINE SPACING; and it should show 3 in place of the 3.33 under LINES/INCH.

Pages 66-67 The control box in the illustrations should show SWISS BOLD in place of the TRIUMVIRATE BOLD under TYPEFACE NAME.

Documents

BLOCKS

Page 4 At the end of the sixth paragraph, add "or liftout."

Page 4 In the second sentence of the first paragraph under "Blocks," add "liftouts" to the list of block types.

Page 5 In the first sentence under "Create," change "gutter or picture block" to "gutter, picture block, or liftout."

After this sentence, add the following:

Note *Do not attempt to create another block over or within a picture block, caption block, or liftout—doing so could have undesirable results.*

Page 9 Before "Change," insert the following:

To create a liftout:

- If necessary, select the Text/Layout command (press the Num Lock key) to switch to Layout mode (✓).
- Select the Create command (press F10).
- Select LIFTOUT.

  PagePerfect displays a dashed rectangle on the page so you can size and position the liftout. The top and left sides are selected.

  The status line shows which sides of the rectangle are moving, the distance from the rectangle's upper-left corner to the upper-left corner of the page, and the rectangle's size.

- Use the arrow keys to move the selected sides of the rectangle to where you want them.

  If you need to move the opposite sides, press the space bar until they're selected.

  Pressing an arrow key moves the rectangle's sides 0.1 inch. To move them 0.01 inch each time, hold down the Alt key when

you press the arrow key; to move them 1 inch each time, hold down either the Shift key or the 5 key on the numeric keypad.

- To move the block, press the space bar until the *entire* rectangle is selected, then use the arrow keys to move it.
- Press Enter when you're done.

To undo the create, select the Undo command (press F7).

Note *PagePerfect makes it easy for you to align blocks with each other. If pressing an arrow key would move a side of the rectangle beyond the side of another block, PagePerfect aligns the rectangle with the block and alerts you with a beep. Pressing the arrow key again moves the side of the rectangle beyond the side of the block. You cannot move the rectangle into a page margin.*

Note *If the space between the side of the liftout and the side of the text block is more than 1 inch, PagePerfect will wrap the text around the liftout. This means that text will fill in the space between the side of the liftout and the side of the text block.*

Note *You can't move the cursor past the end-of-text marker (◆) in a liftout.*

Note *Unless you have switched to Normal mode using the Install or Style command at the start-up screen, PagePerfect displays a box telling you how to create the gutter. If you don't want PagePerfect to display this box, select the Install or Style command at the start-up screen, then select* NORMAL MODE *(see "Install" and "Style" in the "File Manager" section).*

Tip! *To help you see where you're moving the rectangle, change to a* FULL PAGE *zoom using the View command (F6).*

Page 9 Change the heading "To change the size of a gutter or picture block" to "To change the size of a gutter, picture block, or liftout."

Page 11 In the first sentence under "Move," change "gutter or picture block" to "gutter, picture block, or liftout."

Page 18 In the first sentence under "Delete," insert "liftout" in the list of blocks that can be deleted using the Delete command.

Page 21 In the Note at the bottom of the page, add "liftout" to the list of blocks containing the end-of-text marker, and change the end-of-text marker * to ◆.

Page 25 Before the first Note, add the following:

Note *This procedure changes the header or footer specifications in the document stylesheet.*

Page 25 Before the second Note, add the following:

Note *If the paragraph style you select for the header or footer specifies automatic text, PagePerfect will enter the automatic text in the data entry box next to* LEFT.

Page 26 Before "HELP," add the following:

Note *If you make changes in a document-stylesheet layout after deleting a header or footer, the header or footer is restored in the document.*

LIFTOUTS

Page 26 Before the heading "MACROS," add the following information under the new heading "LIFTOUTS":

A **liftout** is a page block that holds text, but you create, change, move, and delete it the same way as a picture block. Here are the differences between liftouts and ordinary text blocks:

A liftout ...	**A text block ...**
is created using the Create command.	is created when a gutter is created, which creates two text blocks from the original text block.
contains text that cannot flow from or to another liftout or a text block.	contains text that can flow from or to another text block.
can be deleted using the Delete command.	cannot be deleted.
cannot be combined with another liftout or text block.	can be combined with another text block by deleting the gutter between them.
can be resized using the Change command.	is resized when an adjacent gutter is resized or moved.

A liftout ...	**A text block ...**
can be moved using the Move command.	cannot be moved.

For information about creating, moving, or deleting a liftout, or changing a liftout's size, borders, or shading, see "Blocks." To move the cursor to or from a liftout, select the Text/Layout command (press the Num Lock key) to switch to Layout mode (↗), move the pointer, then select the Text/Layout command again to switch back to Text mode (■).

Tip! *The diamond (◆) that appears in a liftout is the end-of-text marker.*

Tip! *If a liftout is not large enough to hold all the text you enter into it, you'll see a + in the lower-right corner of the block. You can enlarge the liftout using the Change command (see "Blocks").*

Tip! *You can show footnotes by creating a liftout at the bottom of the page and selecting a paragraph style with automatic numbering for the footnotes.*

Tip! *If you continue a story on another page (as described under "Text Blocks"), you can use liftouts to show the reader where to find the rest of the story. To do this, create a liftout at the end of the last block on a page, then enter into it "Continued on page ...." Likewise, create a liftout where the story is continued, then enter into it "Continued from page ...."*

OPEN A SECOND DOCUMENT

Page 28 Before "PARAGRAPH STYLES," add the following information under the new heading "OPEN A SECOND DOCUMENT":

PagePerfect lets you view and edit two documents at the same time. To do this, use the File command to open a second **document window** in the bottom half of the screen.

You can change the zoom in either window independently using the View command, and you can scroll each page independently within its window. Also, you can copy or move text between the documents in the two windows.

To open a second document window:

- Select the File command (press Shift-F3).
- Select OPEN SECOND DOCUMENT.
- Select the directory where the document is stored.
- Select or type the document name.

To move the cursor between windows:

- Select the Switch Window command (press the Sys Req key on a standard keyboard or the Pause key on an enhanced keyboard).

The information in the status line applies to the window that contains the cursor.

Note *PagePerfect may run out of memory if you are working on large documents in two document windows. To prevent undesirable results, you should periodically save your documents by selecting the Exit command (press F5) and then selecting* SAVE AND CONTINUE.

To close a document window:

- Move the cursor into the window you want to close.
- Select the File command (press Shift-F3).
- Select CLOSE WINDOW.

PARAGRAPHS

Page 30 Add the following information at the end of the page:

Renumber

If a paragraph style specifies automatic paragraph numbering, PagePerfect inserts the number 1 whenever you begin a new paragraph that uses that style. To renumber the paragraphs consecutively:

- Select the Create command (press F10).
- Select RENUMBER PARAGRAPHS.

Tip! *Remember to renumber the paragraphs before printing.*

PICTURES

Page 34 Before the last step ("To return the picture to its original size ..."), add the following:

- To change the horizontal and vertical dimensions independently, select CUSTOM SCALING, type the percentages of reduction or enlargement, then press Enter and End.
- To change the larger of the picture's dimensions to match the block, select PRESERVE ASPECT RATIO.

  PagePerfect scales the picture to the largest size possible while preserving the original ratio of the picture's dimensions.

STYLESHEET

Page 39 Before "Text," add the following information under the new heading "STYLESHEET":

The document stylesheet is a collection of specifications that determine the look of the document. When you create a new document, PagePerfect creates its document stylesheet by copying the specifications from the master stylesheet you select. To change the look of a document, change the specifications in its document stylesheet.

Change Document Stylesheet

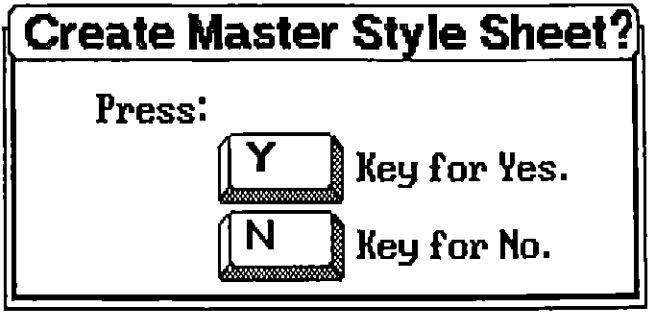
From inside a document:

- Press Shift-F9.
- Select CHANGE DOCUMENT'S STYLESHEET.

You work in a document stylesheet the same way you work in a master stylesheet (with one exception: there's no CUSTOMIZE LAYOUT... option when you're working in a document-stylesheet layout). See the "Stylesheets" section for the details.

When you're done:

- Select the Exit command from the stylesheet menu bar to return to the document.



PagePerfect lets you save the document stylesheet as a new master stylesheet.

- If you want to save the document stylesheet as a new master stylesheet, type *Y*, then type a name for the stylesheet and press Enter.
- If you want to return to the document without creating a new master stylesheet, press *N*.

Tip! *If you've made changes in a document stylesheet and you would like to use it for other documents, save it as a new master stylesheet.*

Switch to a Different Master Stylesheet

You can quickly change the entire look of a document by copying a new master stylesheet over the document stylesheet.

- Press Shift-F9.
- Select SWITCH TO A NEW STYLESHEET
- Select a stylesheet from the list box.

PagePerfect replaces the styles in the document stylesheet with those from the master stylesheet you selected.

Tip! *If the number of paragraph styles in the master stylesheet you select equals or exceeds the number of paragraph styles in the document stylesheet, the new styles replace all the old styles. If there are more paragraph styles in the document stylesheet than in the master stylesheet, the excess styles in the document stylesheet remain there.*

For example, suppose a document stylesheet contains six paragraph styles, and then you copy a master stylesheet over it that contains four paragraph styles. The first four styles in the new document stylesheet will be the four styles from the master stylesheet you selected, and the last two styles in the document stylesheet remain unchanged.

Tip! *You should not switch to a master stylesheet that contains a layout customized using the Customize Layout... option. If you do, the block changes from the new layout may conflict with blocks (such as picture blocks, liftouts, or gutters) you've created on individual pages in the document.*

TEXT

Page 39 In the last paragraph, replace "slash (/)" with "paragraph mark (¶).

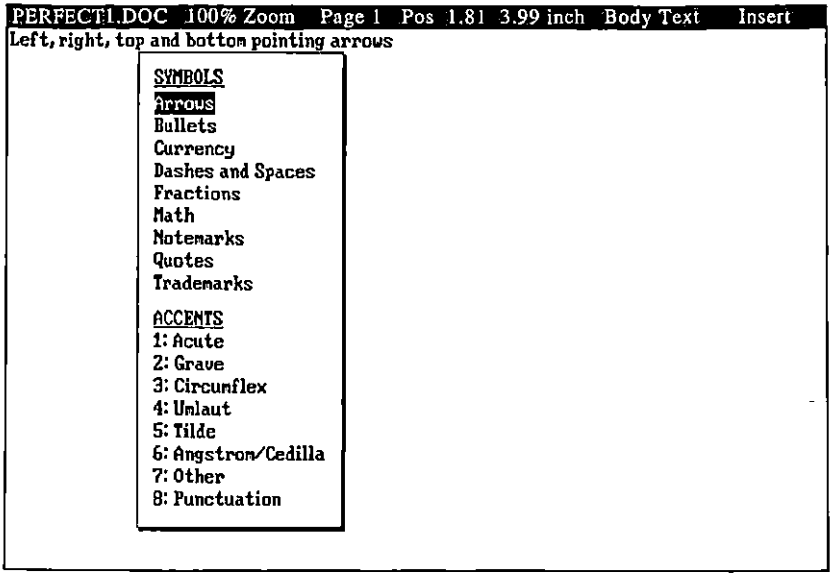
Page 41 Before the heading "Insert Text from a File," insert the following:

Entering Special Characters. You can enter a variety of symbols and accented characters using the Symbol command. You can also use the Ctrl key to enter symbols. The special symbol characters include arrows, bullets, currency symbols, dashes and spaces, fractions, math symbols, footnote reference marks, foreign or accented characters, section and paragraph marks, quote symbols, and trademark symbols.

To enter a symbol or accented character using the Symbol command:

- Select the Symbol command (press F3).

Note *Your keyboard template should show "Symbol," rather than "Macro," for the F3 key.*



- Select the type of symbol or accented character.

  Type the first letter of the symbol type, or type the number next to the accent type.

- Type the letter or number next to the symbol or character you want.

To enter a symbol using the Ctrl key:

- Hold down the Ctrl key and press the appropriate key listed below.
- Type the letter next to the symbol you want.

To enter a ...	**hold down Ctrl and type ...**
Hyphen or dash	-
Double quote, or inch symbol	"
Single quote, or foot symbol	'
Space	space bar
Currency symbol	$
Bullet, ellipsis, or end-of-story symbol	. (period)

To enter a ...	hold down Ctrl and type ...
Math symbol	=
Trademark symbol	@
Fraction	/
Footnote reference, section, or paragraph mark	*
Arrow or check mark	Backspace

Note *If you use the Symbol command to enter a symbol that's not included in the current font's character set, PagePerfect represents the symbol with the character* ☹.

Starting a New Page, Column, or Line. PagePerfect lets you start a new page, a new column, or a new line.

To start a new page:

- Place the cursor where you want to start the new page.
- Select the Create command (press F10).
- Select PAGE BREAK.

  PagePerfect starts a new page. If there was text at the cursor, it now starts at the top of the new page.

When the cursor is on the last character position on the preceding page, it will show a page-break mark (▼).

To start a new column:

- Place the cursor where you want to start the new column.
- Select the Create command (press F10).
- Select COLUMN BREAK.

  PagePerfect starts a new column. The cursor moves to the top of the new column; if there was text at the cursor, it now starts at the top of the new column.

When the cursor is on the last character position in the preceding column, it will show a column-break mark (↓).

To start a new line:

- Place the cursor where you want to start the new line.

- Hold down the Ctrl key and press Enter.

  PagePerfect starts a new line. The cursor moves to the next line; if there was text at the cursor, it now starts on the new line.

When the cursor is on the last character position on the preceding line, it will show a new-line mark (←).

Tip! *Starting a new line is useful when you're typing the lines of an address (name, street address, city/state). If you were to press Enter at the end of each line (which starts a new paragraph rather than a new line), PagePerfect would insert the paragraph spacing (the extra space added after each paragraph) between each line of the address.*

Page 41 Before the first Tip, add the following:

If you're inserting text from a text file that's in ASCII format (with a "line break"—also called a "carriage return"—at the end of each line), PagePerfect asks whether you want it to "strip single line breaks" before it inserts the text on the page. Line breaks in the text file will tell PagePerfect where to begin a new paragraph.

- If you respond by typing *Y*, PagePerfect removes the single line breaks, and the separate lines are combined into paragraphs. Also, PagePerfect replaces each pair of consecutive line breaks (which result in a blank line in the ASCII file) with a single line break; this is where a new paragraph will begin in your document.

- If you respond by typing *N*, PagePerfect does not remove line breaks before inserting the text on the page.

- Type *Y* to strip line breaks, or type *N* to leave them in the text.

  In most cases you *should* strip the line breaks before inserting the text on the page. An example of when you should *not* strip line breaks would be if you were inserting an index from an ASCII file into your document: if you stripped the line breaks from the index, PagePerfect would combine all the index entries into one large paragraph.

Page 50 At the end of the first paragraph, replace "effects" with "effects, and an option called KERN/VERT ADJUST, which lets you adjust the horizontal or vertical position of a character."

Page 50 The menu box in the illustration should *not* show the OUTLINE option, and it should show three additional options:

+ SUPERSCRIPT
- SUBSCRIPT
KERN/VERT ADJUST

Page 52 At the end of the page, add the following:

To adjust a character's horizontal or vertical position:

- Place the cursor on the character you want to kern.
- Select the Style command (press F9).
- Select KERN/VERT ADJUST.

  PagePerfect changes to the Preview zoom, which shows the characters precisely as they will appear when printed.
- Use the arrow keys to move the character.

  Each time you press an arrow key, the character moves a distance equal to one printer dot. If you hold down the Shift key while you press an arrow key, the character moves a distance equal to 10 dots.
- Press Enter when you're done.

Tip! *To create a* **dropped initial** *(an initial character that's larger than the surrounding characters): 1) select the Style command and select* FONT PANEL... *to change the size of the character; 2) select Style again and select* KERN/VERT ADJUST *to change its position; 3) make room for the character in the line below by selecting Style once more and selecting* KERN/VERT ADJUST *to move the first character in that line to the right.*

Tip! *To enter mathematical expressions, use* KERN/VERT ADJUST *option to adjust the positions of the numbers or symbols, and use the* FONT PANEL... *option to adjust their sizes.*

Tip! *You can undo kerning by selecting the* NONE *option of the Style command.*

TEXT BLOCKS

Page 57 At the end of the page, add the following:

Tip! *The text in a liftout is an entire story—you can't link text between a text block and a liftout.*

Page 64 In the second Tip, delete the first paragraph.

VIEW

Page 68 At the bottom of the page, change "Cursor Movement" to "Cursor Movement" and "Open a Second Document."

Stylesheets

Page 69 At the end of the first paragraph, add "There are two types of stylesheets: master stylesheets and document stylesheets."

Page 69 In the second through fourth paragraphs, change every occurrence of "stylesheet" to "master stylesheet."

Page 69 Between the second and third paragraph, add the following new paragraph:

When you create a new document, PagePerfect makes a copy of the master stylesheet you select and stores it with the document. This copy is the document stylesheet.

Page 70 Replace the first Tip with:

Tip! *To create or change the look for all* new *documents of a particular type, create or change the appropriate master stylesheet. Note the changing a master stylesheet does not affect documents you created* before *you change the stylesheet. To change the look of only the document you're working on, change its document stylesheet.*

Page 70 Delete the third Tip. (You can change the look of a document after you've created it by changing its document stylesheet.)

Page 71 Delete the Tip. (You can select a new master stylesheet for a document after you've created it using the procedure described under "Switch to a Different Master Stylesheet," which is included in the new information in this *Addendum* to be added on page 39 of the *Reference Guide*.)

CHANGE

Page 72 After the heading "CHANGE," replace "To change a stylesheet" with "To change a master stylesheet."

Page 73 After the Note, add the following:

To change a document stylesheet:

- While you're working on a document, press Shift-F9.
- Select CHANGE DOCUMENT STYLESHEET.

  For more information about working with document stylesheets, see "Stylesheet" in the "Documents" section. *(This information is included in this* Addendum, *to be added on page 39 of the* Reference Guide.*)*

CREATE

Page 75 In the first paragraph and in the first line of the Tip, replace "stylesheet" with "master stylesheet."

Page 75 After the Tip, add the following:

Tip! *You can also create a new master stylesheet from a document stylesheet (see "Stylesheet" in the "Documents" section* [this information is included in this *Addendum*, to be added on page 39 of the *Reference Guide*]*).*

CUSTOMIZE LAYOUT

Page 75 In the first paragraph under the heading "CUSTOMIZE LAYOUT," add "liftouts" to the list of block types.

Page 75 In the second and third paragraphs under the heading "CUSTOMIZE LAYOUT," replace "stylesheet" with "master stylesheet.

Page 76 In the fourth paragraph from the bottom of the page, replace "gutter" with "gutter or liftout."

Page 77 Before the Tip, add the following:

Note *You can't work with layout blocks in a document-stylesheet layout.*

Note *Do not attempt to create another block over or within a picture block, caption block, or liftout—doing so could have undesirable results.*

Page 77 In the Tip, replace "stylesheet" with "master stylesheet."

GUTTERS

Page 77 Before the two Tips at the bottom of the page, add:

Note *You can't work* directly *with gutters in a document-stylesheet layout. However, gutters are automatically created or deleted if you change the number of columns or rows in the layout.*

Page 77 In the last Tip, replace "stylesheet" with "master stylesheet."

HEADERS AND FOOTERS

Page 79 At the beginning of the first Note, add the following:

Note *If you want text to appear at more than one position in the header or footer, specify a quadded tabbed paragraph format in the header's or footer's paragraph style.*

Page 79 Between the first note and the second note, add the following:

Note *If the paragraph style you select for the header or footer specifies automatic text, PagePerfect will enter the automatic text in the data entry box next to* LEFT.

Page 80 Before the Tip, add:

Note *You can't delete header or footer blocks from a layout in a document stylesheet.*

LIFTOUTS

Page 83 At the end of the page, add the following information under the new heading "LIFTOUTS":

A **liftout** is a layout block that holds text, but you create, change, move, and delete it the same way as a picture block. Here are the differences between liftouts and ordinary text blocks:

A liftout ...	**A text block ...**
is created using the Create command.	is created when a gutter is created, which creates two text blocks from the original text block.
contains text that cannot flow from or to another liftout or a text block.	contains text that can flow from or to another text block.
can be deleted using the Delete command.	cannot be deleted.
cannot be combined with another liftout or text block.	can be combined with another text block by deleting the gutter between them.
can be resized using the Change command.	is resized when an adjacent gutter is resized or moved.
can be moved using the Move command.	cannot be moved.

For information about creating, moving, or deleting a liftout, or changing a liftout's size, borders, or colors, see "Customize Layout" in this section and "Blocks" in the "Documents" section.

Tip! *You can show footnotes at the bottom of a page by creating a liftout at the bottom of a layout, creating a paragraph style with automatic numbering for the footnotes, and (in the document) selecting that style for the text in the liftout.*

Tip! *You work with the liflouts in a master-stylesheet layout the same way you work with them in a document—except that you begin by selecting the Customize Layout... option instead of pressing the Num Lock key.*

Tip! *You can't work with liflouts in a document-stylesheet layout.*

PARAGRAPH STYLES

Page 88 Between the third and fourth paragraphs, add the following:

- Optional **automatic text**—this is text that PagePerfect enters automatically at the beginning of a paragraph.
- Optional paragraph numbering.

Page 94 Before the first paragraph under the heading "Entered Text Style," add:

Entered text is the text you type in a paragraph. PagePerfect calls this "entered text" to distinguish it from "**automatic text**," which it can enter for you (see "Automatic Text" *[which is included in the new information in this* Addendum *to be added on page 96 of the* Reference Guide*]*).

Page 94 The typefaces used in PagePerfect are now Swiss and Dutch. The typefaces listed in the illustration should show Dutch and Swiss in place of CGTimes and Triumvirate, respectively.

Page 94 In the third paragraph from the bottom of the page, change "CGTIMES" to "DUTCH."

Page 94 In the second paragraph from the bottom of the page, change "TRIUMVIRATE" to "SWISS."

Page 94 Delete the last paragraph on the page. (COURIER typeface is not available.)

Page 95 In the illustration, the "White Space Control" control box should show two additional specifications—TRACKING and AUTO KERN.

Page 96 Between the second and third paragraphs, add:

- Select the TRACKING.

  This determines the spacing between letters.

- Select whether you want auto kerning.

  Certain pairs of characters, such as *Wa* or *Ve*, look better if the space between the characters is reduced somewhat. Letting PagePerfect kern character pairs automatically will usually improve the look of your text.

Page 96 After the Tip, add:

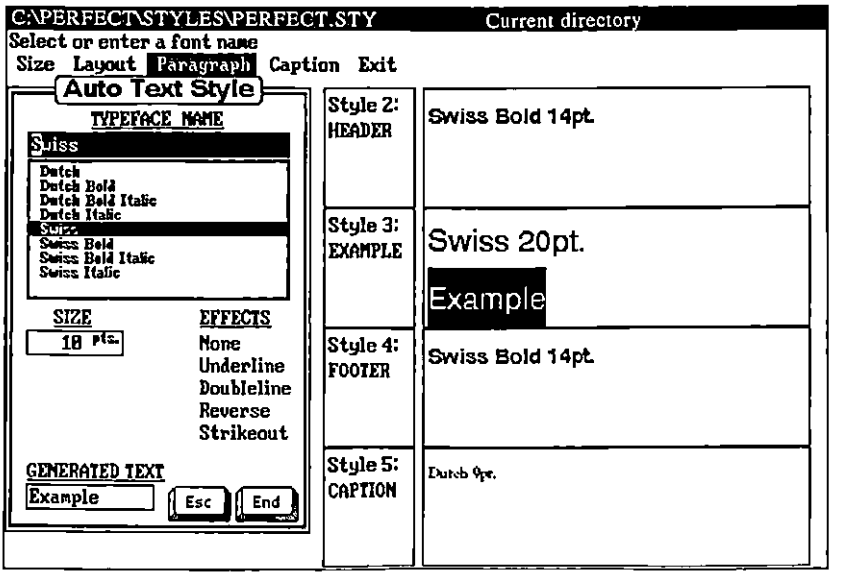
Tip! *You can kern characters manually using the Style command.*

Automatic Text

Suppose you want paragraphs that contain examples to begin with the word *Example.* To have PagePerfect insert that word for you, just specify **automatic text** in the paragraph style for paragraphs containing examples.

To specify the automatic text in a paragraph style:

- Select AUTO TEXT STYLE/CONTENT....



- Select the typeface.
- Select the type size.

  The type size is measured in points. (A point is a typesetter's unit equal to 1/72 inch.)

- Select the effects.
- To enter the automatic text, highlight the data-entry box, type the text, then press Enter.

  You can enter up to 30 characters.
- Press End.

Note *To remove automatic text from a paragraph style, highlight the box that shows the text, then press Del.*

Note *The typeface, type size, and effects you specify here are used for the paragraph numbers as well as the automatic text.*

Tip! *You can combine automatic text with paragraph numbering in the same paragraph style. For example, you could create a paragraph style for chapter headings. When you select this style for a paragraph, PagePerfect would insert the word "Chapter" and the chapter number, and then you could type the chapter title.*

Tip! *If you specify automatic text, there will be more indent options in the paragraph format than if automatic text is not specified. If you have already specified the paragraph format, you may want to change the format after you finish specifying the automatic text.*

Paragraph Numbering

If you want PagePerfect to number paragraphs for you, specify paragraph numbering in the paragraph style.

In a document, when you begin each new paragraph that uses this style, PagePerfect automatically inserts the number 1, then moves the cursor over so that you can type the text of the paragraph. You can renumber the paragraphs consecutively using the RENUMBER PARAGRAPHS option of the Create command.

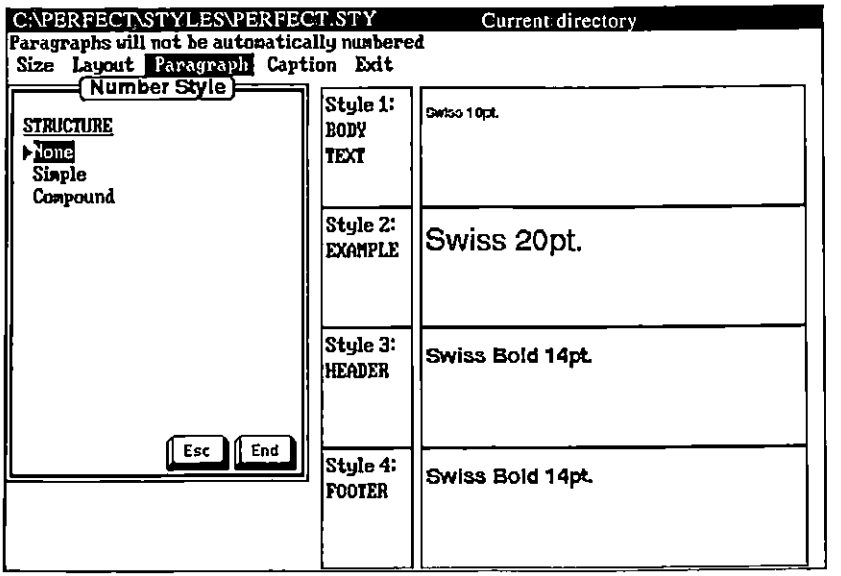
The paragraph-numbering specifications include:

- The **structure**: **simple numbering** or **compound numbering**.
- The **format**: Arabic numerals, lower or upper Roman numerals, or spelled out.
- The symbol you want to use as the **delimiter**, which will appear immediately after the paragraph number.

- The symbol you want to use as the **separator** between the parts of a compound paragraph number.

To specify no paragraph numbering in a paragraph style:

- Select PARAGRAPH NUMBERING....
- Select None.

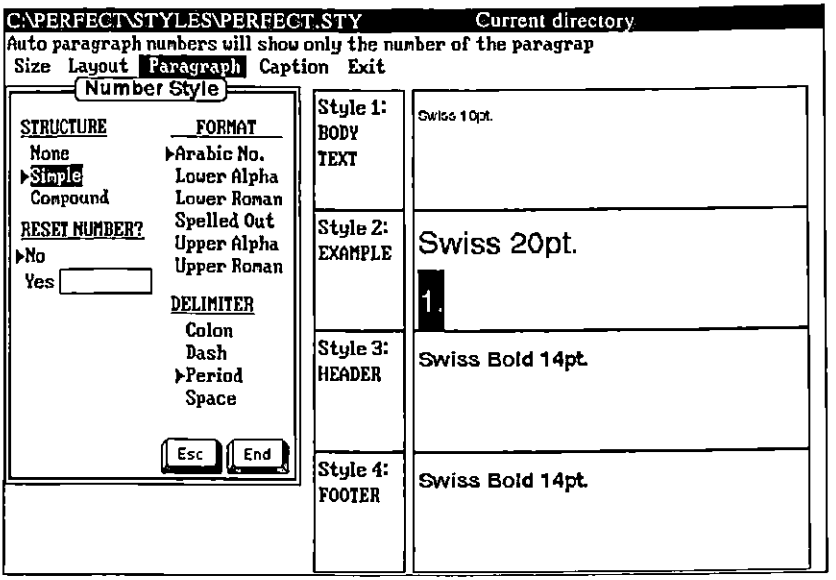


- Press End.

Simple Numbering. This structure gives paragraph numbers like 1, 2, 3, and so on.

To specify simple paragraph numbering in a paragraph style:

- Select PARAGRAPH NUMBERING....
- Select SIMPLE.



- If you want the paragraph numbers to reset at paragraphs with a particular style, highlight the box next to YES under RESET NUMBER, then select the paragraph style.

  For example, you can have the paragraph numbers reset to 1 at the next chapter heading.

- Select the FORMAT for the paragraph numbers.

- Select the DELIMITER symbol that you want to appear after the paragraph number.

- Press End.

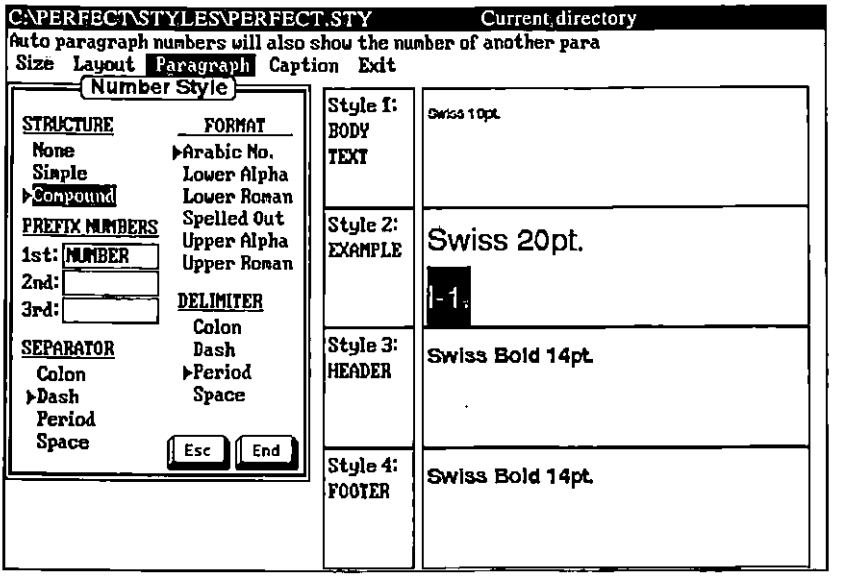
Compound Numbering. This structure gives paragraph numbers like 1-1, 1-2, 1-3.

You would use compound numbering, for example, if you wanted the paragraph numbers in each chapter to contain the chapter number as well as the number of the paragraph within the chapter. The first part (or **prefix**) of the compound number would be the number of the chapter, and the second part would be the number of the paragraph within the chapter.

To specify compound paragraph numbering in a paragraph style:

- Select PARAGRAPH NUMBERING....

- Select COMPOUND.



- Select the paragraph whose number will be the first PREFIX NUMBER.

  For example, to show the number of the chapter as the prefix to the paragraph number, select the paragraph style you use for chapter headings. The paragraph number within the chapter (the second part of the compound paragraph number) will reset to 1 each time the chapter number changes.

- If appropriate, select other paragraph styles for a second and third prefix number.

- Select the FORMAT for the paragraph numbers.

- Select the SEPARATOR symbol that you want to appear between the parts of the compound number.

- Select the DELIMITER symbol that you want to appear after the paragraph number.

- Press End.

Note *To specify the typeface, size, and effects used for the paragraph numbers, select* AUTO TEXT STYLE/CONTENT....

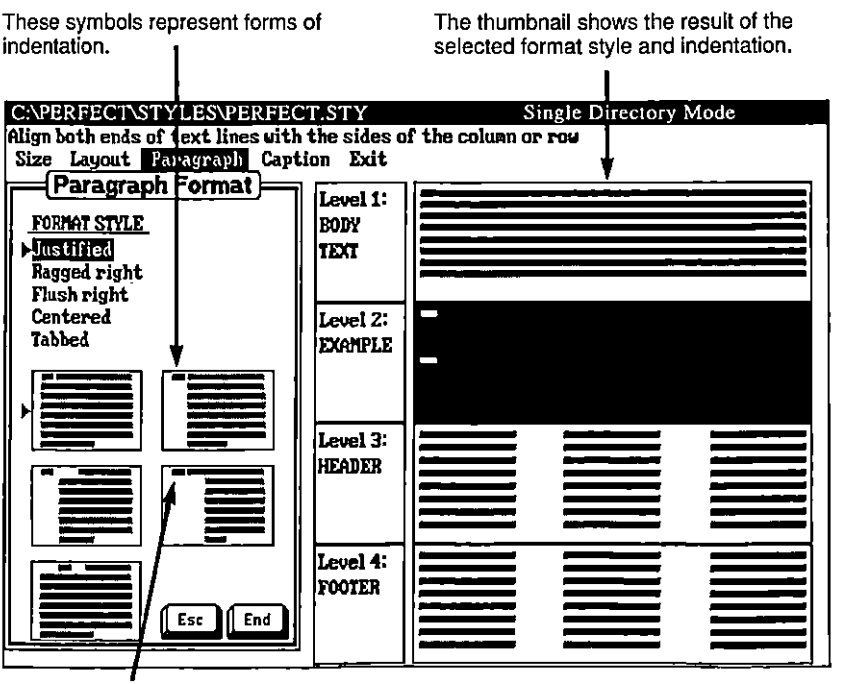
Tip! *If you specify paragraph numbering, there will be more indent options in the paragraph format than if paragraph numbering is not specified. If you have already specified the paragraph format, you may want to do so again after you finish specifying the paragraph numbering.*

Page 97 Under the heading "Paragraph Format," replace the first paragraph, the following step, and the picture with:

You can specify either a regular paragraph format or a tabbed paragraph format.

Regular Paragraph Format. To specify a regular paragraph format in a paragraph style (after you've begun to change or create a paragraph style—see "Change" or "Create" under "Paragraph Style"):

- Select PARAGRAPH FORMAT....



Page 98 Delete the second step (which begins "Highlight each data-entry box ..."), plus the following paragraph.

Page 98 After the last step ("Press End"), add the following:

If you have specified automatic text or paragraph numbering in the paragraph style, you can select either of two ways of aligning it. Under AUTOMATIC TEXT (which refers to either automatic text, paragraph numbering, or both):

- If you select LEFT ALIGNED, PagePerfect measures the 1ST LINE INDENT from the left side of the text column to the *left* side of the automatic text.
- If you select RIGHT ALIGNED, PagePerfect measures the 1ST LINE INDENT from the left side of the text column to the *right* side of the automatic text.

In either case, PagePerfect measures the AUTO TEXT INDENT from the right side of the automatic text to the beginning of the text you enter in the paragraph.

- Select the alignment.
- If you want lines drawn above and/or below the paragraph, select the appropriate option under LINE DRAWING, then select their line width.
- Press End.

Note *Since the number of forms of indentation depends on whether or not the paragraph style includes paragraph numbering or automatic text, you should specify those characteristics (if you want them) before specifying the paragraph format. (See "Paragraph Numbering" and "Automatic Text.")*

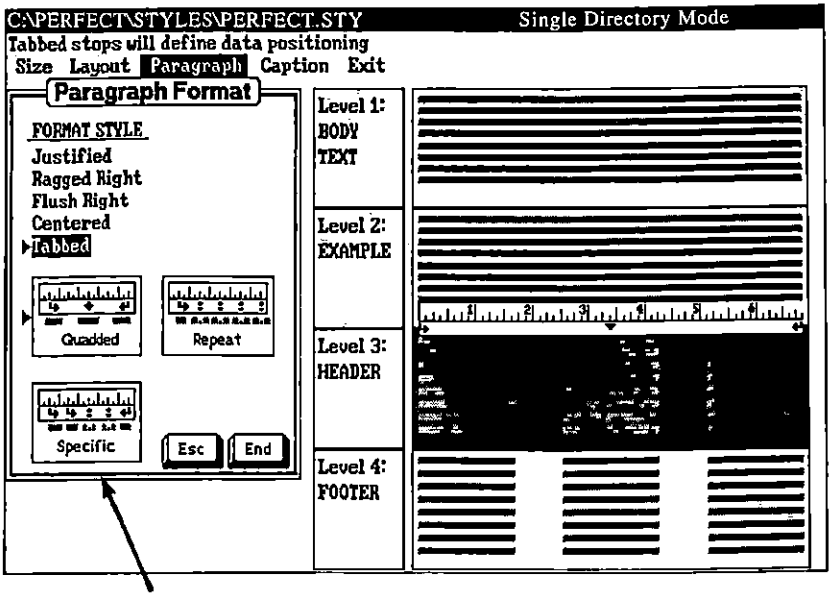
Page 98 Delete the last Note. (The HEADER and FOOTER paragraph styles use a tabbed paragraph format, which is described below.)

Page 99 Delete the first two Tips. (You can create multi-column tables using the tabbed paragraph format, which is described below.)

Page 99 At the end of the page, add the following:

Tabbed Paragraph Format. To specify an tabbed paragraph format in a paragraph style:

- Select PARAGRAPH FORMAT....
- Select TABBED.



These symbols represent forms of tabbing.

- Select the form of tabbing.

  You can select the tabbing symbol the same way you select any other option: highlight it, then press Enter.

  - Select **Quadded** tabbing if you want a left-justified tab at the left of the paragraph, a center-justified tab at the center of the paragraph, and a right-justified tab at the right of the paragraph.
  - Select **Repeat** tabbing if you want tabs with equal spacing between them. You can specify that the text you enter at each tab will be left-justified at the tab, right-justified, center-justified, or aligned at a decimal point you enter.
  - Select **Specific** tabbing if you want tabs with variable spacing between them. The text you enter at these tabs will be left-justified.

- Press End to continue.

PagePerfect displays another control box so that you can specify the tabs. The particular specifications that appear in the control box depend on which form of tabbing you have selected.

For each specification:

- Highlight the appropriate box, then type a number and press Enter.

  The arrows on the thumbnail illustration indicate the highlighted indent or tab graphically, while the help line describes it in words.

  The thumbnail changes to reflect each indent you enter. The indents and tabs are shown in proportion to the width of the thumbnail.

- If you want lines drawn above and/or below the paragraph, select the appropriate option under LINE DRAWING, then select a line width.

- Press End.

Note *If the style for a paragraph specifies a tabbed paragraph format, you can enter text before pressing the Tab key. You might do this, for example, in tables that contain a word or phrase in the first column, and numbers in equally-spaced columns after the first. When setting up a paragraph format for a table like this, be sure to specify a left indent that's large enough for the text you may want to enter in the first column.*

Note *If a paragraph style specifies both a tabbed paragraph format and automatic text, the automatic text will appear at the left indent.*

PICTURES

Page 100 Before the heading "TEXT BLOCKS," add the following information under the new heading "PICTURES":

You can insert pictures stored in a file into a layout. Before you can insert a picture into a layout, there must be a **picture block** on the layout to hold it.

For information about creating, moving, or deleting a picture block, or about changing the picture block's size, margins, borders, or color, see "Customize Layout" in this section and "Blocks" in the "Documents" section. For information about inserting a picture into a picture block, changing the size of a picture, moving the picture within the picture block, or replacing the picture, see "Customize Layout" in this section and "Pictures" in the "Documents" section.

Tip! *You work with pictures and picture blocks in a master-stylesheet layout the same way you work with them in a document—except that you begin by selecting the Customize Layout... option instead of pressing the Num Lock key. Also, you can't scan a picture in a layout.*

Tip! *You can't work with pictures or picture blocks in a document-stylesheet layout.*

TEXT BLOCKS

Page 101 Before the Tip, add:

Note *You can't work with text blocks in a document-stylesheet layout.*

Page 101 In the Tip, change "stylesheet" to "master-stylesheet."

File Manager

DIRECTORIES

Page 105 Before the first Tip, add the following:

Note *When you're working in the File Manager (unless you've selected Directory-Management mode), the Status line shows the path to the selected file, its size, and the date and time it was created or last modified.*

Page 113 In the second step from the bottom of the page, change "ALL FILES UNDER CURRENT DIRECTORY" to "MULTIPLE DIRECTORY."

Page 114 Before the first Tip, add the following:

Note *When you've selected Multiple-Directory mode, the Status line shows the name and size of the selected directory.*

APPENDIX

A

Using the Keyboard

Page 133 In the third paragraph under "With a two-button mouse," change "End key" to "Esc key."

Page 137 Before "Text Mode Only," insert the following:

Begin changing document stylesheet	Shift-F9
Switch to a different master stylesheet	Shift-F9

Page 139 Before "Layout Mode Only," insert the following:

Enter a symbol or accented character	F3 (Symbol)
Display pages from two documents at the same time (open a second document window)	Shift-F3 (File)
Start a new page	F10 (Create)
Start a new column	F10 (Create)
Start a new line	F10 (Create)

APPENDIX

B

Using WordStar® or MultiMate™ Commands

Pages 146-147 Under "Supported Commands," add the following:

Ctrl-→	Next Word
Ctrl-←	Previous Word
F2	Page Break
Alt-F3	Scroll Page Left
Alt-F4	Scroll page Right
Shift-F7	Soft Hyphen
Alt-F10	Spell Edit
- (num pad)	Delete Character

Page 147 The operation for Alt-F4 should be changed to "Scroll page right," as indicated in the preceding change.

Page 147 At the bottom of the page, delete the following:

Ctrl-→	Next Word

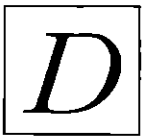
Page 148 Delete the following:

Ctrl-←	Previous Word
F2	Page break
Alt-F3	Scroll Left (Beg. of Line)
Alt-F4	Scroll Right (End of Line)
Alt-F10	Spell Edit

Page 149 Delete the following:

Shift-F7	Soft hyphen

APPENDIX



Using Fontware

Page 165 Replace all of Appendix D with the following:

PagePerfect comes with fonts from four Swiss typefaces and four Dutch typefaces. (A font is a rendering of a typeface in a particular type size. For example, there are 11 fonts in the Swiss Bold typeface, one font for each of the 11 type sizes in Swiss Bold.) If you want additional fonts, you can generate them using Fontware™ typeface packages, which are available from Bitstream® Inc. You'll find a brochure describing the typeface packages you can order, together with an order form, inside the PagePerfect package.

The Fontware files contain typefaces in outline form, which PagePerfect uses to create fonts in the type sizes you specify. When

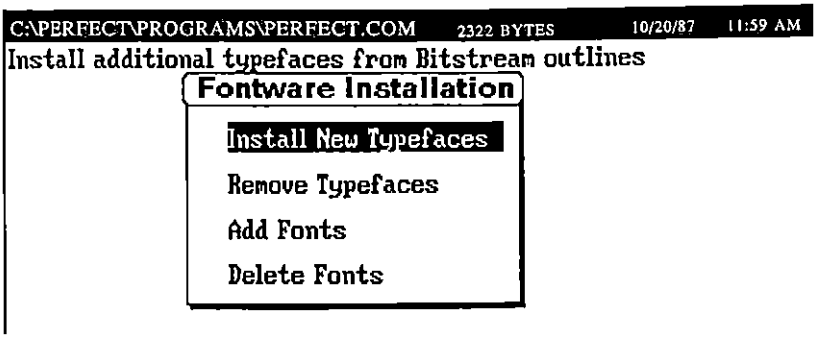
you select a font you want to create, PagePerfect lets you minimize the disk space required for the fonts (which can be considerable) by selecting only the character sets you want to use. For example, you can create fonts that have only the ASCII character set (letters and numbers), or you can create fonts that contain other character sets as well (such as arrows, currency marks, or trademark symbols).

This section describes how to install and remove the Fontware typefaces, and how to add or delete fonts.

INSTALLING FONTWARE TYPEFACES

Before generating new fonts in various type sizes and or character sets, you must copy the Fontware typefaces onto your hard disk. Each family of Fontware typefaces (Roman, Italic, Bold, and Bold Italic) is supplied on two disks. To install the typefaces in all four styles, you'll need to use the following procedure for both disks.

- At the start-up screen, select the Install command (on a standard keyboard, hold down the Shift key and press the PrtSc/* key; on an enhanced keyboard, hold down the Shift key and press the Print Screen key).
- Type *F* to select FONTWARE INSTALL....



- Type *I* to select INSTALL NEW TYPEFACES.

- Insert one of the Bitstream Fontware typeface disks into drive A, then press Enter.

  PagePerfect copies the typefaces from the Fontware disk into the PERFECT\FONTS\TYPEFACE directory.

When the copying is complete, PagePerfect asks if you want to copy another disk.

- Type *Y* to copy another disk.
- Replace the first disk with the second, then press Enter.

  PagePerfect copies the typefaces from the second disk.

When the copying is complete, PagePerfect asks if you want to copy another disk.

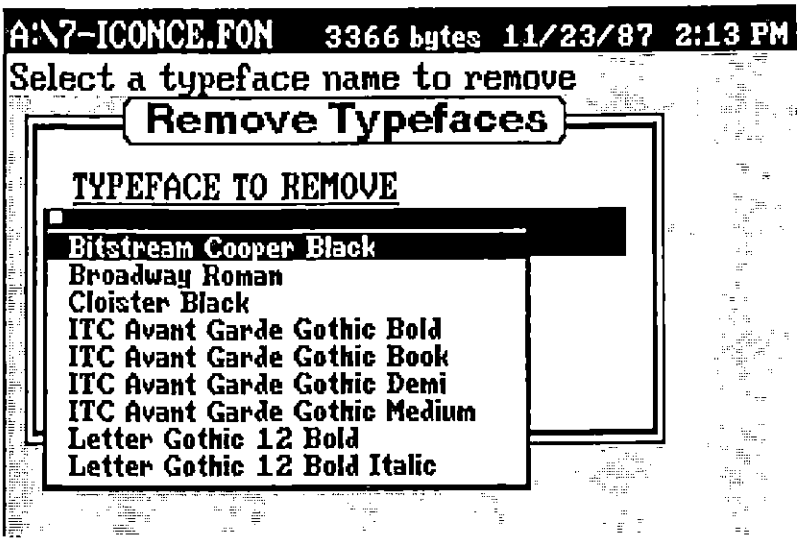
- Type *N*.

REMOVING FONTWARE TYPEFACES

After you've created the fonts you want (using the procedure under "Adding a Font"), you can remove the typefaces from your hard disk. Note that the typefaces are used only when you add a new font. Therefore, removing the typefaces does *not* delete the fonts you've created from them.

- At the start-up screen, select the Install command (on a standard keyboard, hold down the Shift key and press the PrtSc/* key; on an enhanced keyboard, hold down the Shift key and press the Print Screen key).
- Type *F* to select FONTWARE INSTALL....
- Type *R* to select REMOVE TYPEFACES.

  PagePerfect lists the typefaces that have been installed so that you can select which one you want to remove.


A:\7-ICONCE.FON 3366 bytes 11/23/87 2:13 PM
Select a typeface name to remove
Remove Typefaces
TYPEFACE TO REMOVE
Bitstream Cooper Black
Broadway Roman
Cloister Black
ITC Avant Garde Gothic Bold
ITC Avant Garde Gothic Book
ITC Avant Garde Gothic Demi
ITC Avant Garde Gothic Medium
Letter Gothic 12 Bold
Letter Gothic 12 Bold Italic

- Select the typeface you want to remove.
- Press End.

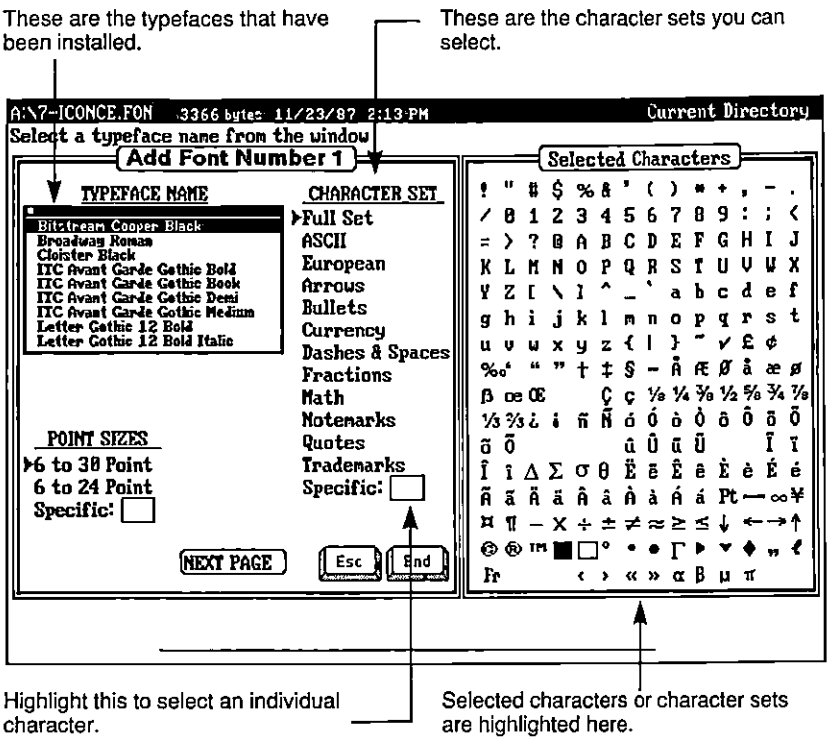
  PagePerfect removes the typeface from your hard disk.

ADDING A FONT

Use the following procedure to add a font in a new typeface, in a new type size, or with new character sets.

After you've installed the Fontware typefaces on your hard disk:

- At the start-up screen, select the Install command (on a standard keyboard, hold down the Shift key and press the PrtSc/* key; on an enhanced keyboard, hold down the Shift key and press the Print Screen key).
- Type *F* to select FONTWARE INSTALL....
- Type *A* to select ADD FONTS.



- Select the typeface for the font you want to add.
- Select the type sizes for the fonts you want to add.

  You can select either all type sizes from 6 through 30 points or all type sizes from 6 through 24 points. Or, you can specify (next to SPECIFIC) a single type size from 4 through 99 points by typing the size and pressing Enter.
- If you don't want to add all available character sets:
  - Press the right-arrow key until the highlight moves under CHARACTER SET.
  - Select the character set or sets you want to add, then press End.

    OR
  - To add an individual character, press the down-arrow key until the data-entry box next to SPECIFIC is highlighted, select the character you want to add, then press End.

If you want to add an additional font:

- Press the down-arrow key until NEXT PAGE is highlighted, then press Enter.
- Repeat the preceding steps to select what you want to add.

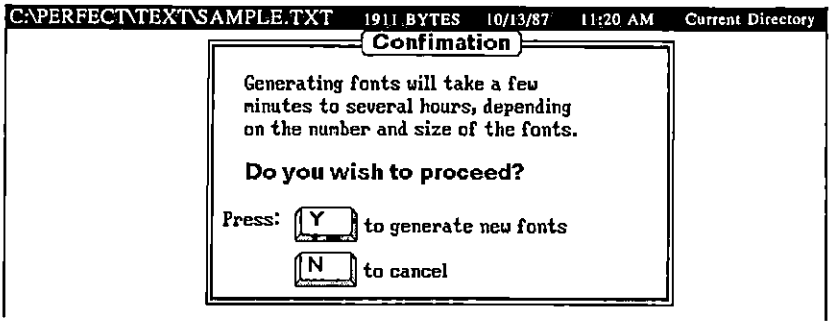
  You can add up to a total of 10 fonts at a time.

To return to the preceding "Add Font" specifications screen:

- Press the down-arrow key until PREVIOUS PAGE is highlighted, then press Enter.

When you've specified all the fonts you want to add:

- Press End.


C:\PERFECT\TEXT\SAMPLE.TXT 1911 BYTES 10/13/87 11:20 AM Current Directory
Confimation
Generating fonts will take a few minutes to several hours, depending on the number and size of the fonts.
Do you wish to proceed?
Press: Y to generate new fonts
N to cancel

- Type *Y* if you want to generate the new fonts, or type *N* to cancel.

Fontware begins creating the new fonts. Because creating fonts is a very complex process, the processing could take a very long time (possibly hours).

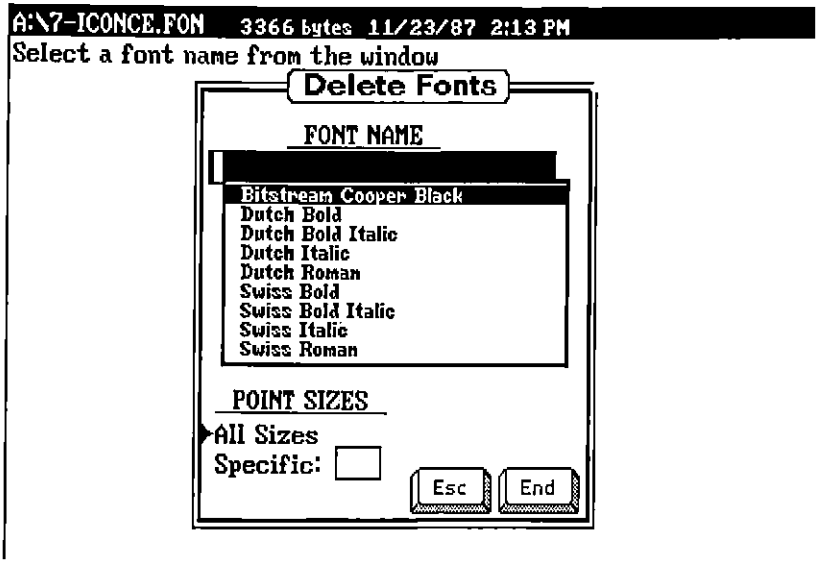
Note *If you already have a font with only some of the available character sets and you want to add more character sets, you should delete the existing font and then add it again, specifying both the original and the additional character sets. If you just add the additional character sets in a new font, you won't be able to access both the original and the additional character sets in a single font.*

DELETING A FONT

If you no longer need a font, you can delete it from your hard disk using the following procedure.

- At the start-up screen, select the Install command (on a standard keyboard, hold down the Shift key and press the PrtSc/* key; on an enhanced keyboard, hold down the Shift key and press the Print Screen key).
- Type *F* to select FONTWARE INSTALL....
- Type *D* to select DELETE FONTS.

  PagePerfect lists the names of the typefaces for the fonts that have been created so that you can select the one you want to delete. The list includes the fonts that came with PagePerfect.



- Select the typeface for the font you want to delete.
- If you don't want to delete the fonts for *all* type sizes that have been created, press the down-arrow key to highlight SPECIFIC, type the size of the font you want to delete, then press Enter.
- When you're done, press End.

  PagePerfect deletes the font(s) from your disk.

Note *If text in a document uses a font that you have deleted, PagePerfect will show that text in another font of the closest type size.*

Note *If you use the Symbol command (F3) to enter a symbol that's not included in the current font's character set, PagePerfect represents the symbol with the character* ☹.